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UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ForO P1700.3
SUP

30 OCT 1995

FORCE ORDER P1700.3

From: Commander

To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR MORALE, WELFARE AND
RECREATION (SHORT TITLE: SOP FOR MWR)

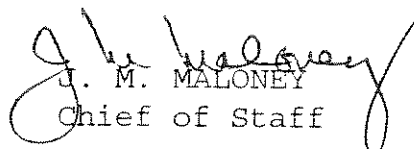
Ref: (a) MCO P1700.27

(b) MOU of 1 Oct 94

(c) Exchange Mail Order Procedures

Encl: (1) LOCATOR SHEET

1. Purpose. To provide policies governing the management, operation and administration of the Marine Corps Morale, Welfare and Recreation (MWR) Program within the Marine Forces Reserve (MARFORRES).
2. Cancellation. ForO P1700.1.
3. Action. All personnel with control of MWR functions or funds will strictly comply with and adhere to the provisions of this Manual.
4. Recommendations. Recommendations concerning the contents of the Standing Operating Procedures for Morale, Welfare and Recreation are invited. Such recommendations will be forwarded to Marine Forces Reserve (MWR) via the appropriate chain of command.
5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
6. Certification. Reviewed and approved this date.


J. M. MALONEY
Chief of Staff

DISTRIBUTION: D

SOP FOR MWR

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

SOP FOR MWR

INTRODUCTION

0001. PURPOSE. This Manual is published to establish and disseminate policies, procedures and regulations governing the use and administration of recreation funds and management of the Morale, Welfare, and Recreation (MWR) program within the Marine Forces Reserve (MARFORRES).

0002. SPECIAL SERVICES PROGRAM

1. Policy. Per reference (a), paragraph 30934, the policy of the Commander, MARFORRES is to provide and promote a well-rounded morale, welfare and recreation program to enhance the mental and physical well-being of MARFORRES personnel.
2. Purpose. Establish and maintain a program which will assist the Commander in promoting the well-being, morale and efficiency of the members of MARFORRES and their dependents.
3. Scope. The MWR program will be organized and operated to provide a varied program of constructive leisure time activities which will contribute to the development and improvement of the mental, physical and social well-being of all authorized participants. Commands should strive for a variety of activities adapted to meet the needs and interests of all authorized participants within the limitations of funds, locations and local facilities.
4. Responsibility. The responsibility for the establishment, administration and operation of an adequate special services program, and the financial condition and distribution of the recreation fund is outlined in references (a) and (b).

0003. FUNDING

1. The MWR program shall be supported by Appropriated (APF) and Nonappropriated Funds (NAF). NAFs are derived from allocations of MWR/exchange profits and other sources as designated in reference (a), paragraphs 30934 and 30907.

reserve units. Aviation sites supported by a host station MWR program are exempt from the requirements of this Manual; however,

Site Commanders will ensure compliance with applicable host MWR related procedures.

(2) Unit Commanders. Unit Commanders will continue to be designated as the Responsible Officer with responsibility of control and accountability of all MWR activities.

(a) Initiate all requests for expenditures of NAFs.

(b) Ensure that the MWR administrative requirements are completed in an accurate and timely manner.

(3) Commanding Officer

(a) Commanding Officers of SMCR units will develop an athletic and recreation program consistent with the provisions of this Manual.

(b) Under the provisions of reference (a), members of Reserve components and their bona fide dependents are authorized to participate in recreation fund activities on their days of entitlement to exchange privileges, or during days of performance of inactive duty, at the discretion of the Responsible Officer.

(4) Detachments

(a) Detached units with the same active duty staff as the parent unit will be considered as an integral part of that unit. A copy of the parent units procedures will be maintained and a MWR officer/NCO may be assigned, depending on local needs. Such detachments will be considered as a part of the parent unit for utilization, management and control of the MWR program.

(b) Detachments with their own permanently assigned active duty support staff will be considered as a separate unit for administrative purposes of the MWR program.

c. Unit Enlisted Recreation Committee. Each Site will appoint a unit Enlisted Recreation Committee. This committee will make

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CHAPTER 1

RECREATION FUNDS

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- k. Softball
- l. Tennis
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- n. Volleyball
- o. Water Skiing
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- r. Fishing (fresh water)
- s. Recreation area
- t. Recreation room
- u. Sight-seeing tour
- v. Golf
- w. Swimming pool
- x. Camping equipment rental
- y. Dance & band
- z. Entertainment
- aa. Party & picnic
- bb. Tickets (Marine Corps Ball)
- cc. Picnic area fees

1002. FINANCE, ACCOUNTS AND RECORDS. The execution of financial transactions, the establishment of the accounting system, and all associated financial reports will be per references (a) and (b).

1003. VENDING MACHINES. All authorized vending machine resale activities including distribution of all profits will be per reference (a), paragraph 30924.

1. Vending Contracts. Vending machine contracts are signed by the Site Commander/I-I, and a copy will be forwarded to the Administrator, MWR, MARFORRES. These contracts are renewable annually.

2. Apportionment of vending profits will be as follows; unless designated to a reserve unit account or a 70/30 (active duty staff) split is indicated, profits will be divided equally.

2. All athletic and recreation property, regardless of source from which procured, whether for the use by the active duty staff or reserve unit, will be maintained and accounted for by the Unit Commander in a consolidated account.

3. Immediately upon receipt, recreation funds received during Annual Training (AT) by SMCR units will be submitted to the Custodian, by check, payable to "Custodian, MWR Support Activity". Such funds will be held in a drawing account for the unit making the submissions.

1006. MISCELLANEOUS NAFs. Miscellaneous NAFs are not authorized for any MARFORRES unit.

1. Unit accounts, for example, Marine Corps Birthday Ball Fund, are strictly prohibited. Checks are written to individuals or private vendors to avoid establishment of local unit accounts.

2. NAFs not expensed by units within 30 days from date of letter authorizing funds must be returned and redeposited to the unit's account.

1007. PRIVATE MORALE, WELFARE, RECREATIONAL, CIVIC, SOCIAL, FRATERNAL ORGANIZATIONS, ASSOCIATIONS AND CLUBS

1. Definition. A private morale, welfare, recreational, civic, social, fraternal organization, association, or club is one that is organized, established, operated and controlled by individuals acting outside their official capacity as officers, employees or agents of the federal government.

2. Authorization

a. Unit Commanders of independent commands may consent, grant permission or authorize private organizations to conduct their activities aboard Marine Corps installations subject to the provisions of MCO 5760.4B.

b. Private organizations will not engage activities that conflict or compete with authorized activities NAFs.

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CHAPTER 2

RECREATION

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activities is provided with guidance as to their usage. Unit Commanders will be judicious in requesting funds for any of the activities listed.

2. The following is a list of recreation activities requiring special controls or interest.

a. Bingo. The playing of bingo is authorized only in areas over which the federal government has exclusive jurisdiction. Those units desiring to establish a bingo program may do so only upon receipt of written authorization from the Commander, MARFORRES.

b. Recreation Rooms. Recreation rooms for the convenience of enlisted personnel should be provided whenever space permits. Such rooms should be comfortably and adequately furnished.

c. Recreation Shooting. Where facilities permit, Unit Commanders should encourage recreational shooting of rifles, pistols and shotguns, to include individual and team participation. Such a program stimulates interest and increases proficiency in a vital military skill. Strict standards of safety will be enforced.

d. Camping Trailers. Camping provides an excellent means of promoting family recreation. Maintenance of equipment, ecological preservation and safety are essential elements of any camping program and should be well established.

2004. DESIGNATION OF PURCHASING OFFICER

1. Site Commanders/I-I's. Site Commanders/I-I's are authorized to purchase consumable supplies for unit parties, picnics or similar social functions with NAFs in accordance with the provisions of this Manual. They are also designated as Contracting Officers for the purpose of procuring vending machines for utilization by the staff and reserve units under their cognizance subject to the provisions of this Manual, reference (a), and NAVSO P-3520. If at a joint services Reserve center, the procedures established by the host facility takes precedence.

2. Commanding Officers. Commanding Officers are authorized to expend any NAFs accumulated in their unit's account for consumable supplies for parties, picnics, etc. Funds will be requested and

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EQUIPMENT

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